

NASA Glenn Research Center
Cleveland, OH

August 31, 2006

TO: NASA Glenn Civil Service Employees

FROM: Office of Human Resources and Workforce Planning

SUBJECT: Competency Management System (CMS) Employee Action

The Competency Management program is managed and operated by the Office of Human Capital Management at NASA Headquarters, in conjunction with other Mission Support Offices and participation from all of the NASA Field Centers. The primary objectives of CMS is to maintain a listing of the workforce knowledge and capabilities in the Agency; align the expertise of the workforce to the mission via the budget planning process; and enable the Agency to build up the level of expertise in targeted knowledge areas. CMS consists of the following components:

- Workforce Competency Dictionary
- List of competencies identified by the employee (Data Set 1)
- List of competencies required for the position and identified by the supervisor (Data Set 2)
- List of competencies needed for each planned project and each fiscal year
- List of competency priorities to align the workforce for immediate & near-term needs

The next phase of CMS implementation at GRC is the validation process. Each employee is encouraged to identify the level of expertise for all of their competencies and the managers are to review and validate the employee competencies. This is being done to provide insight to professional communities/functional offices, to better understand the expertise in the Agency, to provide a greater level of detail for succession planning, and help align employee development efforts with Agency needs and priorities.

Employee inputs are to be complete by September 30, 2006. The Manager's review and validation is to be complete by October 31, 2006.

<http://www.grc.nasa.gov/WWW/OHR/CMS/>

Should you have additional questions, please contact Ron Mullenax (3-6363) or Traci Savage (3-2499).

